POLICE SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To supervise, assign, review and participate in the work of law enforcement staff involved in traffic control, law enforcement, crime prevention and administrative services programs; to coordinate activities with other agencies; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned Police Commander.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- 1. Plan, prioritize, assign, supervise and review the work of law enforcement staff involved in traffic control, crime prevention and administrative services; respond to calls for service and investigate crimes.
- 2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- 3. Establish schedules and methods for providing law enforcement, traffic control and administrative services; identify resource needs; conduct daily briefings at the beginning of the assigned shift; delegate responsibilities and ensure staff understand their assignments.
- 4. Participate in the selection and evaluation of law enforcement and administrative services staff; provide or coordinate staff training and development; work with employees to correct deficiencies; recommend discipline procedures.
- 5. Review, approve or disapprove any and all reports submitted by officers.
- 6. Receive and respond to various calls, complaints or inquiries from the general public regarding law enforcement policies.
- 7. Conduct internal and external investigations of citizen complaints, violation of City or Department rules or determine if a crime has been committed; recommend appropriate action to be taken.
- 8. Supervise and participate in a variety of special task forces and law enforcement programs including graffiti abatement, emergency response teams, canine units, narcotics task forces, investigations and school resource officer program.
- 9. Supervise various support service functions including police dispatching and proper collection and maintenance of property and evidence; ensure proper maintenance of evidence collection equipment and lab.
- 10. Supervise various field services including patrol, traffic safety, the control of traffic flow and the issuance of traffic citations.
- 11. Ensure proper maintenance and repair of police vehicles and associated equipment.

CITY OF BELMONT

Police Sergeant (Continued)

- 12. Participate in the development and administration of the department budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- 13. Provide staff assistance to assigned Police Commander; prepare and present staff reports and other correspondence as appropriate and necessary.
- 14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement and crime prevention.
- 15. Assume responsibilities of the Police Commander in the absence of same.
- 16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of law enforcement, patrol, crime prevention and traffic safety.

Methods and techniques of conducting criminal investigation.

Advanced patrol techniques including officer safety skills.

Principles of business letter writing and basic report preparation.

Laws governing the apprehension, arrest and custody of accused persons.

Laws governing the gathering, control and maintenance of property and evidence.

Use of firearms and other modern police equipment.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of law enforcement staff.

Supervise, train and evaluate law enforcement staff.

Supervise various field and patrol services.

Interpret and explain City policies and procedures.

Participate in a variety of special task forces and law enforcement programs.

Use and care for specialized police equipment and firearms.

Analyze situations and adopt effective courses of action.

Think clearly and behave tactfully in emergency situations.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible law enforcement experience.

Training:

CITY OF BELMONT Police Sergeant (Continued)

Equivalent to an Associate Art Degree or 60+ units from an accredited college with major work in police science, criminal justice, public or business administration or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid P.O.S.T. Intermediate Certificate.

WORKING CONDITIONS

Environmental Conditions:

Emergency peace control and office environment; travel from site to site; exposure to potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.